



E- MAIL MESSAGES

(Quick & Simple Communication)

B.A. Semester VI

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Uses of E-Mail

- Business Purpose
- Sending Brief Memo-style messages
- Internal can be circulated
- For distribution draft for comments or amendments
- Send articles to leading newspapers and magazines

Continued---

- To gain access to different libraries outside one's own town
- To transfer trade documents to their partners in other countries

Some Questions to Answer

- **What is an E-mail message?**
- **How does E-Mail Work?**
- **How to prepare messages for E-mail?**
- **How to use e-mail effectively and efficiently?**



Electronic-mail

- Its often abbreviated as e-mail, is another using transmission of textual material from one place to another using electronic means for capture, transmission and delivery of information.

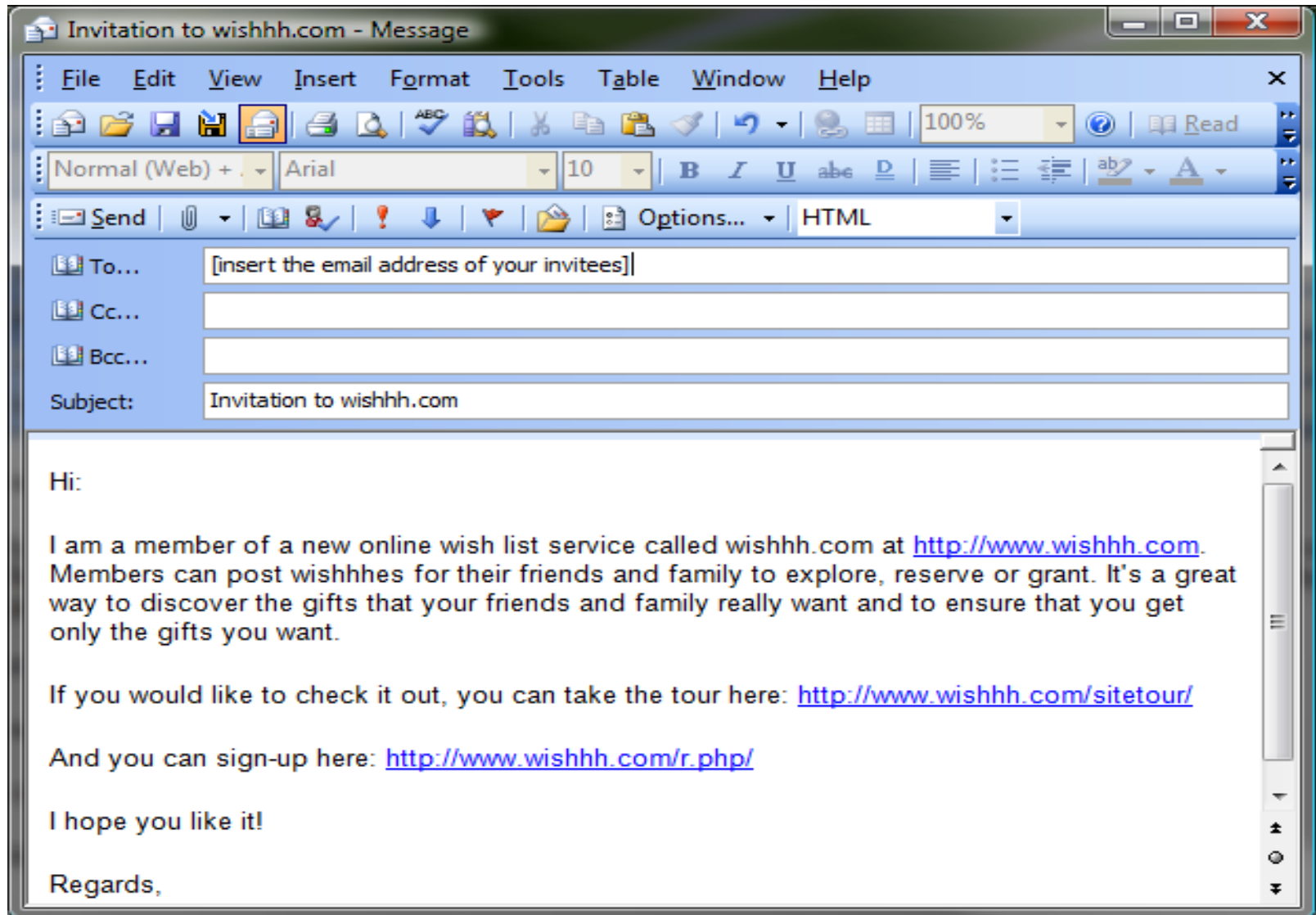


E-mail System

- Message Creation
- Message transfer
- Post Delivery process



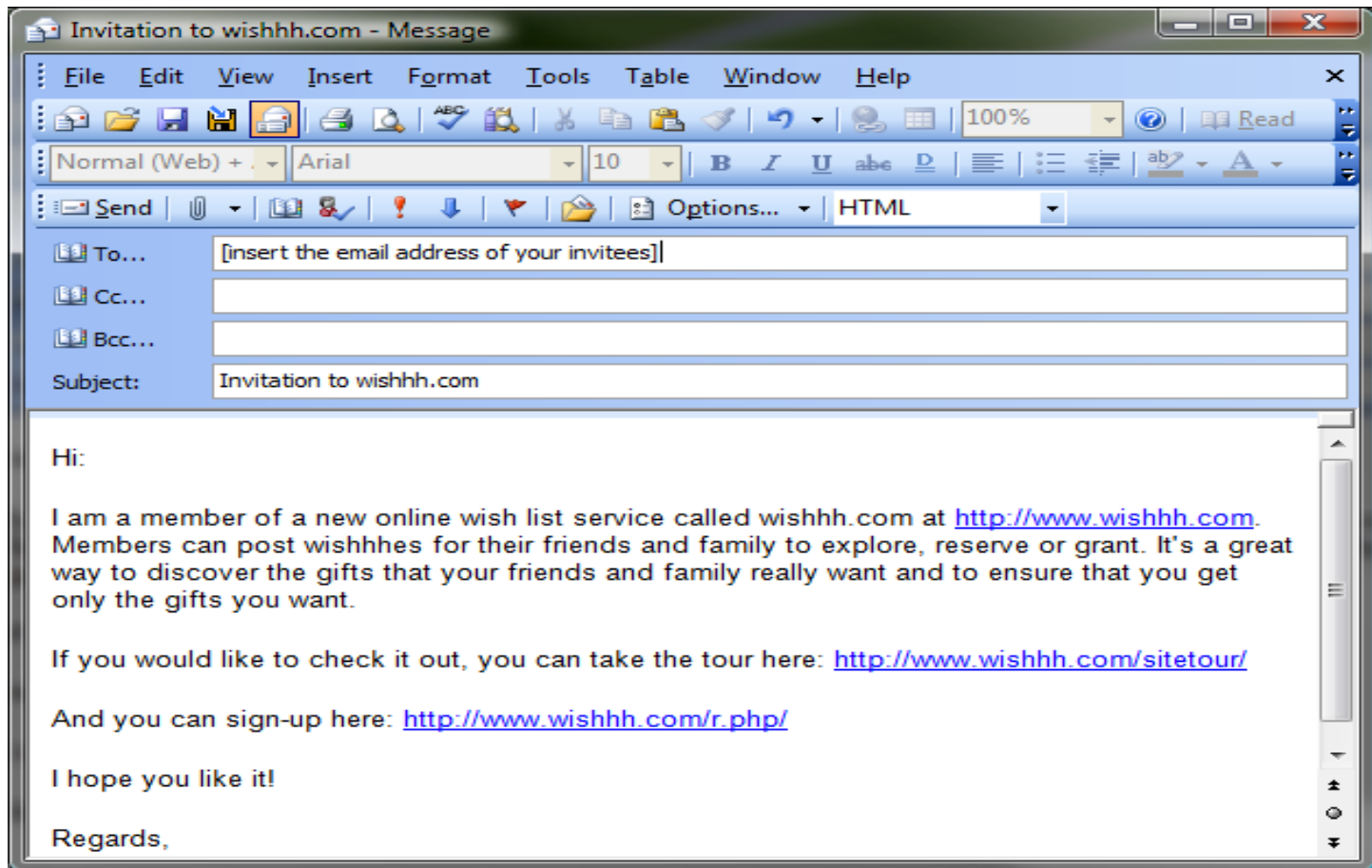
Composing an E-mail Message



Method to follow

- “To” – Enter the e-mail address of the person(s) to whom the message is sent
- “CC” – (Carbon Copy)
those people need to know about the subject but are not required to act on the contents.
- “BCC”- (Blind Carbon Copy)
The 'bcc:' field is useful where discretion is required. People in this field are concealed from other recipients in the 'To', 'cc:' and 'bcc:' fields.

- “Subject”- Enter a brief description as to what the message is about
- “Body”- Enter the actual message here



All E-Mail Programme have:

- An Address Book
- Signature
- Attachment Facility



An Address Book:

You can use the address book to store information about people whom you want to correspond.

Signature:

when you need to include the signature at the end of a message you need to clic the “signature icon” which has the picture of a pen on it.

File attachment Facility

You can send formatted text like a document which contain picture, by sending the file as an attachment to the mail.

The file you want to attach can be compressed using utilities like “PKZIP”, which will reduce the file size and also save time and money during transmission.

Tips for effective E-Mails

- Write it in a simple way, do not make it complex
- Keep messages short, like a telegram
- Watch your tone....be very polite
- Don't get too informal, use natural standard English
- Leave a blank line between paragraphs



- Proof read the Message before you transmit it
- Don't send confidential information on e-mail
- Keep the E-mail information of all people with whom you correspond in the address book
- Do not make message too ,much bold, its irritating, difficult to read.

Common Abbreviation used in an E-Mail

- **ASAP**-As soon as possible
- **BFN** -Bye for now
- **IMO**-In my Opinion
- **OTOH**- On the other hand
- **MSGs**- Messages
- **BTW**- By the way
- **FYI**- For your information
- **BRB**-Be right back
- **RUOK**- Are you ok?
- **THX**- Thanks
- **TIA**- Thanks in advance
- **CUL**- See you later
- **WEF**- With effect From

Popular Emotions

- :-(
• :-((
• :-)
• :-))
• ;-)
• :-C
• :-@
- ☹ Sad
Very Sad
☺ Happy
Very Happy
Winking
Crying
Screaming
- :-(O)
• :-O
• :-X
• :-D
• :-/
• %-)
- Shouting
Surprised
Kiss
Laughing
Undecided
Confused

Advantages



- It enable you for world wide contact
- Its error free
- It is user-friendly
- It reduces the volume of the paper
- It has speed, efficiency and economy
- Report delivery
- Send and receive telex messages
- Faster correspondance

- Need not think on the page layout and print quality
- Can store data in email folder.





Disadvantages

- Due to onslaught of messages from colleagues and clients internet list can sometimes become unmanageable.
- Sometime no safety for secret messages
- Possibility of overload of messages
- Email can distract you from doing productive work

Example of a working E-mail-1

Subject: Research paper for Conference

From: Seelavansa Thero <lotus358@yahoo.in>

Sun, Aug 7, 2011 at 10:08 PM

To: pwsconference4sept@gmail.com

Cc: seel227@gmail.com

Dear Sir,

I have attached here my Research Paper file.

With Regards!

Yours

Bhikhu Seelavansa

(Research Scholar)

Nagpur.

Example of a working E-mail-2

Subject: Re: Manish Kumar's research article

From: Laxmi Shanker <proflaxmishanker@hotmail.com>

To: manishkumar@rediffmail.com

Wed, 08 Apr 2009 12:54:36

Dear Sri. Manish Kumar:

I have received your paper. After editing it I will carry it in Vol.1,
No.2 of the Journal.

*Your paper will go without any additions under "COMPARATIVE
LITERATURE" Section.*

Pl. transfer your life Membership in SBI A/c. 10064599606

Best wishes!

Prof. Laxmi Shanker

University Questions:

- 1. You are staying in a hostel for a conference. Mail your Friend Inviting him for dinner.**
- 2. You are a book seller. You have received an order for books from AVM college, Delhi. However the books are not available with you right now. Compose an e-mail message to the principal regarding the same.**

From: sudeshbhowate@gmail.com

Sub: join me for dinner at Hotel Goyal tonight

To: pbdon@rediffmail.com

Thu, Feb. 06, 2013, 12: 25: 12

Dear Parimal

As you know I've reached your city Gondia last evening for conference. Tonight I'll be free after the conference is over. Please meet me in the evening and well have dinner in Goyal hotel near railway station where we dinned last time.

I hope you'll come. Give me your reply as soon as possible.

Thank You,

Yours Truly
S. Bhowate



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